

Online Tax Return System Filing Guide

City of Huntsville, Alabama
Finance Department

**Pay your Huntsville and Alabama taxes electronically.
FREE, ACCURATE, SECURE & TIMELY!!!**

The City of Huntsville utilizes the State of Alabama Paperless Filing & Payment System. You can save considerable time and expense by using this system. Calculations are automatic and accurate, and payments are made electronically.

Visit the Alabama website for complete information:

<http://www.ador.state.al.us/salestax/efiling.html>

This guide illustrates the various instructions you should review at the above website. It is important to read all information and setup your banking information properly for the system to work successfully for you.

Checklist to begin filing returns



- Read all website information (see below)
- Enter the system (see below)
- Set up Huntsville (see below)
- File for proper period
- Enter correct banking information when submitting return

Please contact the Finance Department if you need assistance.

Telephone: 256-427-5068
Email: Tax@hsvcity.com
Web: www.hsvcity.com/tax

Main System Website

<http://www.ador.state.al.us/salestax/efiling.html>




ADOR Sales, Use & Business Tax Individual & Corporate Tax EFT

[Home>Business>Sales Tax>](#)

Alabama Paperless Filing & Payment System

FREE, ACCURATE, SECURE & TIMELY!!!

Now State-Admin. Locals
Center Point (Eff. 12/1/06)
East Brewton (Eff. 3/1/06)
Escambia Co. (Eff. 5/1/06)
Fort Payne (Eff. 1/1/06)
Newton (Eff. 12/1/06)
[List of All State-Administered Localities](#)



New **Effective after October 1, 2006**
Payments of \$750 or greater are required to be made electronically via Electronic Funds Transfer (EFT).

[Forgot Your E-Filing Password?](#)

[State Lodgings Tax](#)

[CLICK HERE TO FILE AND PAY:](#)

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Sales Use Tax

The Following Tax Returns Are Available To Be Filed Electronically

[Income Tax Withholding](#)

Electronic Filing of Self-Administered Local Sales, Use, Lodgings & Rental Tax Returns

Daphne	Montgomery Co.	Robertsdale
Gulf Shores	Northport	
Huntsville	Orange Beach	

[Click here to learn how to set up your city/county online return to include these taxes.](#)

[Contact Information For The Above Self-Administered Jurisdictions](#)

[Application To Become A Bulk Filer](#)

[NOTICE REGARDING ELECTRONIC FILING MANDATE](#)

Alabama's Paperless Filing and Payment System is a service provided by the Alabama Department of Revenue at no charge to the filer. It is based on a web-based and telephone system developed to provide taxpayers with the capability of filing tax returns and initiating payment of these taxes from their personal computer or telephone.

[Click here for a list of State Administered Locals](#)

[EFT Debit Method Payment Information](#)

[Click here for a list of Non-State Administered Locals](#)

[EFT Credit Method Payment Information](#)

Contact the City

ACH Debit Payment Instructions (Setting up your banking information)

INSTRUCTIONS FOR ELECTRONIC FUNDS TRANSFER (EFT) ACH DEBIT PAYMENT METHOD (No pre-registration required)

Enter Banking Information on the Make Payment page:

Checking or Savings: Please select whether your bank account is a checking or savings account.

Routing #: Please enter your bank routing number.

Account #: Please enter your bank account number. Be extremely careful to enter your bank account number **correctly. Please verify the number you have entered prior to authorizing payment.** Entering an incorrect bank account number can cause the payment to be rejected, causing penalty and interest to be assessed against your company. **Note:** If you have debit block on your bank account, please provide the following information to your bank so that your bank will allow the tax payment(s) to be processed without rejecting:

1592957887

(Company ID #) for Alabama Department of Revenue Payments

[Click here](#)

for Company ID #'s for Self-Administered Jurisdiction Payments

Payment Date:

Payment Date is the date the payment will be sent to your bank. This date will default to the current date if payment is authorized prior to 4:00 p.m. CST, or the next day if payment is authorized after 4:00 p.m. CST. However, the Payment Date is editable if you are filing a current return before the Remit Due Date. In this case, **you can choose to warehouse your payment up to the Remit Due Date. If you wish for the payment to NOT be deducted from your bank account until the DUE DATE, you must EDIT THE PAYMENT DATE FIELD and enter that date. You can change this date to any date from the default Payment Date up to the REMIT DUE DATE. Unless you select a later date, the payment will be deducted from your bank account the NEXT BUSINESS DAY and paid directly to the government entity(s) listed under "Pay To The Order Of:"**

Explanations of the Following Information:

Due Date:

Due Date is the last date in which the returns and remittances are due before both are considered delinquent.

PLEASE NOTE: EFT payment must be transmitted by 4:00 p.m. Central Standard Time (CST) one business day before the Due Date, to be considered timely paid. Pursuant to Act No. 2006-552 effective October 1, 2006, to be considered timely paid an EFT payment must be transmitted by 4:00 p.m. CST on or before the Due Date so that the funds are immediately available to the State on the first banking day following the due date of payment.

Remit Due Date:

Remit Due Date is the date in which you must submit the return for the EFT payment to be considered timely paid.

Early Filing and Payment, and Warehousing the Payment:

If you file your return prior to the Due Date, the EFT payment will be deducted from your bank account the next business day from the Payment Date. However, you can choose to warehouse your payment up to the Remit Due Date so that the payment is not deducted from your bank account until the next business date from the Payment Date that you specified. **If you wish for the payment to NOT be deducted from your bank account until the DUE DATE, you must EDIT THE PAYMENT DATE FIELD and enter that date. You can change this date to any date from the default Payment Date up to the REMIT DUE DATE. Unless you select a later date, the payment will be deducted from your bank account the NEXT BUSINESS DAY and paid directly to the government entity(s) listed under "Pay To The Order Of:"**

Late Filing and Payment:

If your return and payment are not timely filed and paid, you will be billed the appropriate interest and penalty.

You cannot edit the Payment Date field for late payments. The payment will be deducted from your bank account the next business day from the Payment Date.

Pay To The Order Of:

Alabama Department of Revenue Payments: All payments for "Alabama Department of Revenue" will be made directly to the State of Alabama's bank account.

Self-Administered Jurisdiction Payments: All payments for self-administered jurisdictions, i.e. "[4 digit locality code] Jurisdiction Account Number xxxxxxxx" will be made directly to the self-administered jurisdictions' bank account and NOT to the State of Alabama's bank account. For a listing of the self-administered jurisdictions whose local sales, use, lodgings and rental taxes can be filed and paid online through the Alabama Paperless Filing and Payment System, [click here](#). Please note that the return information will also be sent directly to the self-administered jurisdiction and NOT to the ADOR. **NOTE:** You cannot cancel your EFT payment for self-administered jurisdictions through this System.

Amount:

The amount that will be deducted from your bank account. **Note:** Separate payment amounts will be deducted from your bank account for each amount listed in the Amount column. The payment will be made directly to the corresponding governmental entity shown under "Pay To The Order Of:".

ACH Debit Block Number

(provide to your bank if you use ACH Debit Block on your account)

If you have debit block on your bank account, please provide the following Company ID #(s) to your bank so that your bank will allow the processing of tax payments to these self-administered jurisdictions without rejecting:

SELF-ADMINISTERED JURISDICTION	COMPANY ID #
City of Daphne	9000361299
City of Gulf Shores	9000305411
City of Huntsville	9000305408
Montgomery County	9000451105
City of Northport	9000451108
City of Orange Beach	9000651052
City of Robertsedale	9000347842




System Access Screen

https://aldor.efile.govconnect.com/web/ALO_AAA/welcome.asp



Alabama Department of Revenue



paperless
filing & payment
system

ADOR	Sales & Use Tax Section	Withholding Tax	E-Filing
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Welcome

Once you enter the system successfully for the first time you will be assigned a three digit User ID and will be asked to create a password, **WRITE THESE DOWN**. You will need them along with the Sign On ID and Access Code each time you log into the system.

Welcome to the Alabama Department of Revenue's Paperless Filing and Payment System.


To file and pay business taxes enter your Online and Access Code provided to you by the Department of Revenue.

This system was designed to be *Fast...*

Free... Accurate... Secure... Timely.

Authorization
Enter Sign-On ID: (9 digit number)
Enter Access Code:

File Local Returns Screen



Alabama Department of Revenue



paperless
filing & payment
system

ADOR	Sales & Use Tax Section	Withholding Tax	E-Filing
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Sign-On ID: 000732142 Legal Name: GOV CONNECT HUNTSVILLE TEST 3

Main Menu

Click on the following option buttons:




- Click "FILE" to file a return,
- Click "UPLOAD" to upload a return,
- Click "DEMO RETURN" to view a demo of filing a return, or
- Click "DEMO UPLOAD" to view a demo of uploading a return.

Please Note: You may only cancel a payment for State Taxes and State-Administered City & County Taxes. You cannot cancel a payment made to a Self Administered City or County.

I am filing a....
City / County Local Taxes (Form 9501 - Local Sales, Use, Rental and Lodgings Tax Return).
Account # 9501099547

I want to....
.... [Administer Multiple Users](#) [Cancel a Payment](#)
.... [Change Profile \(Password\)](#)

Setup Huntsville (after login and several screens)

ADOR	Sales & Use Tax Section	Withholding Tax	E-Filing
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ADOR Account Number: **9501099547** Legal Name: **GOV CONNECT HUNTSVILLE TEST 3**
 Filing Period: **Nov 2006** Due Date: **12/20/2006** Remit Due Date: **12/20/2006 4:00 pm CT**

City/County Tax Return (Form 9501) [Form 9501 Instructions](#)
[Contact Information for Self-Administered Jurisdictions](#)

- Please enter valid numbers in each field. Do not enter alpha characters or symbols of any kind in these fields.
- If deductions exceed gross tax, deductions will be adjusted to the gross amount. Therefore, your taxable amount for this tax type will be zero.
- Click Calculate to compute tax liability due.
- Click Continue to verify return.
- If your return or payment is not timely filed or paid, the applicable penalties and interest will be included on your return. These figures will be shown on the verification page.

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Create or edit profile by selecting the Add/Delete Localities button, then enter gross amounts and deductions below


Add/Delete Localities

City/County [Code]	Tax Type	Rate Type	Gross Amount	Deductions	Taxable Amount	Gross Tax	Discount	Net Tax Due
HUNTSVILLE [9145]	CU	GENER (3.5%)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	LL	GENER (6%)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	LL	WDFEE (\$1)	No. of Room Nights:			\$ 0.00	\$ 0.00	\$ 0.00
	RT	AUTO (1.5%)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Choose Only the Taxes that apply to you (Consumers Use Tax usually applies to everyone)





ADOR	Sales & Use Tax Section	Withholding Tax	E-Filing
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ADOR Account Number: **9501099547** Legal Name: **GOV CONNECT HUNTSVILLE TEST 3**
 Filing Period: **Nov 2006** Due Date: **12/20/2006** Remit Due Date: **12/20/2006 4:00 pm CT**

Choose Tax Type(s) and Rate Type(s) for each Locality: [Locality Selection Help](#)

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City/County [Code]	Tax Type	Tax Rate Type						
		Auto	Farm	General	Linens/Garments	Machine	Vending	Withdrawal
HUNTSVILLE [9145]	<input checked="" type="checkbox"/> CU	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		
	<input checked="" type="checkbox"/> LL			<input checked="" type="checkbox"/>				
	<input checked="" type="checkbox"/> RT	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>			
	<input checked="" type="checkbox"/> ST	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> SU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		


Continue